Integrated Financial Management Program

Core Financial

Course Name: Customer and Account Management

Module 2: Reimbursable Processing

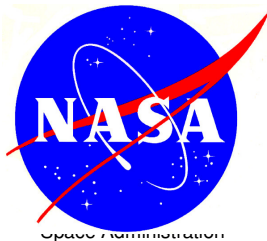# XRC Data Packet

Space Administration

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TOPIC 1: Run Preliminary Billing Register Report

ACTIVITY 1: Run Preliminary Billing Register Report

All direct and statistical costs have been recorded for the period. It is now time to run the preliminary billing register report.

FIELD	DATA
Transaction Code	ZFI_AR_BILLING
Business Area	22
Customer Account	*See RP Supplemental Data Sheet*
Sales Order range	*See RP Supplemental Data Sheet*

NOTE: To complete activity, refer to the Run Preliminary Billing Register – Bills user procedure within the OLQR.

TOPIC 2: Billing Processes

ACTIVITY 1: Create Billing Request

According to the Preliminary Billing Register Report, Sales an order was adjusted. Enter transaction code DP91 to update and save the adjustments. The history and current month information is available on the screen. Adjust the bill by postponing the amount indicated.

FIELD	DATA
Transaction Code	DP91
Sales Document	*See RP Supplemental Data Sheet*
Amount to be billed	1500
Fund level	*See RP Supplemental Data Sheet*
Billing Date	Current date

Copy the Billing number generated in this activity for use later _____

NOTE: To complete activity, refer to the Create Billing Request and Run Billing Due List user procedure within the OLQR.

ACTIVITY 2: Run Billing Due List

The billing requests have been created and saved for the month. Now it is time to run the billing due list.
Note: The Billing Process has to be completed in time to allow enough time for advances to be liquidated before the end of month closing in Production.

FIELD	DATA
Transaction Code	VF04
SD Doc	Bill request number from last activity
Delivery-Related check box	Uncheck
Order-Related check box	Check
Select	DisplayBillList

NOTE: To complete activity, refer to the Create Billing Request and Run Billing Due List user procedure within the OLQR.

ACTIVITY 3: Run Reimbursable Report from Project Systems

Cost and billing have occurred and it is now time to review all costs including statistical costs, depreciation, and revenue. Input your sales order number, run the reimbursable WBS report from Project Systems, and view the impact of cost and billing.

FIELD	DATA
Transaction Code	S_ALR_87013542
Database prof.	0000000000001
Project or Sales Document	*See RP Supplemental Data Sheet*

NOTE: To complete activity, refer to the Run Reimbursable WBS Report from Project Systems user procedure within the OLQR.

TOPIC 3: Liquidate Down Payment and Bill Generation

ACTIVITY 1: Liquidate Down Payment

By using the bill created in the previous activity, liquidate the down payment. The bill can be cleared automatically or manually. Run down payment report and look at the balance of the Down Payment report.

You must Determine the Invoice Number for your down payment.

FIELD	DATA
Transaction Code	FBL5N
Customer Account	*See RP Supplemental Data Sheet*
Special G/L transactions check box	Check
EXECUTE	**EXECUTE**

After you have the invoice number, the down payment can be liquidated.

FIELD	DATA
Transaction Code	F-39
Document Date	Current Date
Customer Number	*See RP Supplemental Data Sheet*
Order Number	*See RP Supplemental Data Sheet*
Invoice ref.	Invoice Number from Document Flow
Transfer Posting	$1500

NOTE: To complete activity, refer to the Liquidate Down Payment user procedure within the OLQR.